

Notice & Dissemination Requirements for Title I

Individual Student Results on the DSTEP (not just a Title I requirement)	When the data is available, but no later than 30 days after the start of school
State, District, School and NAEP Report Cards. This includes Assessment (All Students) and Accountability (FAY) data (Not just a Title I requirement) The Assessment reports for the 2013-14 school year are included in the Report Card. In the past, these were separate reports.	As soon as the data is available. An LEA may use its regular method of communicating with parents to meet the dissemination requirement so long as it provides information to all parents. Complete printed copies MUST be kept at the main office of districts and be available to the public. Please see the DOE Title I website for further information. http://doe.sd.gov/oess/TitleI.aspx Districts must ensure that all parents have been given access to the report card information and be able to document it. The template used in prior years for reporting is no longer available There is a sample letter that districts/schools may use for a starting point to notify parents of the information. It is on the state website listed above.
Parents Right to Know Notification Sample Notification What do I know about my child's teacher? The federal education law called ESEA, requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.	As soon as possible. Back-to-school newsletters, newspapers, handbook etc.
Complaint Policy for Federal Programs and for students experiencing homelessness.	Should be provided where all stakeholders can access the policy or policies. Ways to distribute: district website, handbooks, back-to-school paper.
Highly Qualified notification	A letter must be sent home to parents, if their student will be taught for four (4) or more weeks by a non-highly qualified substitute or substitutes. Title I schools only. Teacher qualifications for all teachers are not required to be sent home to parents or posted in the school.
Convene a Title I, Part A informational meeting for parents	Should be held in the early fall. The Title I program should be explained to them and that they, the parents, have the right to be involved. Information about the status of the schools should also be explained (Focus, Priority, Status, Exemplary, etc.)
Disseminate district Parent Involvement Policy, School Level Parent Involvement Policy and Compact.	In the early fall. May be done through handbooks, Title I packets, newsletters, backpacks, etc.